

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Planning and Public Affairs Division of Planning and Marketing 2200 Peachtree Summit Building 401 West Peachtree Street NE Atlanta, Georgia 30308		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAR - 2 1978 78-19 MAR - 3 1978	
4. Person to Contact Bruce B. Emory		5. Working Title 6. Telephone Number Manager of 586-5161 Transit Systems Planning	
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1971 present		9. Records Series Title (followed by title used in office, if different) Regional Transportation Planning File (TP)	
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? <div style="text-align: center; padding: 20px;">see attached</div>			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: coordination of planning and policy formulation activities relating to regional development and transportation planning, with Included are: specific attention to public transit components of regional plans correspondence, memoranda, reports, working papers, and other documents relating to the above. File is arranged: numerically by major category (see attached example)			
12. Monthly Reference Rate How often are records referred to which are: One to six months old 20 ; Seven to twelve months old 20 ; Thirteen to twenty-four months old 10 ; twenty-five months and older 10 ?			
13. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers 1/2 ; Shelves ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value? possible research value
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	<u>3</u> years.
c. Federal law	_____ years.	f. Federal retention instructions	<u>3</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Urban Mass Transportation Administration External Operating Manual III.D.p41.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other completion of project then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	2/22/78	Approved	Legal Counsel	Date	2/24/78
Approved	Division Head/Designee	Date	3/23/78	Approved	Division of Audit	Date	2/24/78
Approved	Department Head/Designee	Date	2/23/78	Approved	Department of Archives and History	Date	3-3-78
Approved	Records Management Analyst	Date	2/23/78	Approved	MARTA Management Advisory Committee	Date	